

Job Posting: Seasonal Event Coordinator

About the Position: The Seasonal Event Coordinator is responsible for overseeing seasonal activations in the downtown area. This position has broad authority to assure the event is successful. They will work closely with downtown staff, downtown businesses, and event goers.

Considerable independent judgement is exercised creating a fun, engaging, and service-oriented atmosphere. The position requires a positive attitude and proactive approach. The primary role of this position is to provide information and assistance to visitors in the area.

Responsibilities & Duties: The Seasonal Event Coordinator position concentrated attention to prevent errors. This individual should have a knowledge and appreciation of downtown, and be experienced with customer service. Responsibilities and duties include but are not limited to:

- Assures readiness of items needed for events. Performs set-up and tear down for events.
- Informs groups of the rules and safety precautions required in operating events.
- Ensures that spaces are left clean and in good working order.
- May assist with event planning.
- Attend and participate in meetings as necessary to support all program activities.
- Be knowledgeable of Spokane history, sites of interest, local businesses, recreation activities, current entertainment, social services and other information to assist and direct shoppers, visitors and others.
- Greet everyone with a friendly attitude and smile.
- Performs related work as assigned.
- Participates in event promotion through sharing via Downtown Spokane social media platforms and occasional photography.

Other duties may be requested/assigned.

About DSP: The Downtown Spokane Partnership (DSP) is dedicated to the creation of a dynamic, safe, vital, livable, and sustainable downtown as the basis of an economically healthy region. As a private, 501c(6) not-for-profit, DSP has served as Spokane's central city advocate and service provider since 1995. DSP strives to create an exciting, attractive and vibrant downtown Spokane primarily through the management of the Downtown Business Improvement District (BID), which provides supplemental programs and services to the nearly 1,500 property owners and business tenants in the 80-block district. To learn more about DSP, visit DowntownSpokane.org.

About You: This position requires attention to detail in carrying out daily assignments, documentation and communication. The right candidate can easily establish rapport and connections with individuals and groups, is a team player, and has a nimble mindset.

Qualifications:

- Passion for downtown Spokane.
- Tact, good judgment, and ability to maintain professional decorum and confidentiality.
- Strong interpersonal skills and competence in representing Downtown Spokane Partnership positively and consistently to the general public.
- Ability to communicate effectively with team members to ensure event success.

- Strong communication skills and demonstrated ability to speak and write information clearly via a variety of modes (phone, in person, small or large group meetings, email, social media, etc.).
- Experience managing multiple projects with limited supervision in a fast-paced environment and an ability to work quickly and efficiently to problem solve to recommend or take appropriate action.
- Ability to direct resources in a diplomatic and skilled manner.
- Organized and detail-oriented.
- Self-motivated, exceptional work ethic with an eye for detail.

Requirements:

- Must be at least 18 years of age
- Will require morning, evening, and/or weekend work as needed for various downtown related events/meetings
- Travel within downtown is required
- Requires sitting and/or standing for long periods of time, occasionally lifting/pulling/pushing up to 50 pounds.
- Must be able to regularly talk/hear via a variety of modes, as well as see and operate a computer.

Pay & Benefits*:

Reports To: Marketing and Programming Director

Salary Range: \$16/hr

Classification: Non-Exempt, Part-Time, Seasonal

- Paid sick leave

While DSP offers flexible work schedules, this position is not remote.

To Apply:

Apply online at DowntownSpokane.org/employment. Open until filled. Please, no phone calls or walk-ins.

Downtown Spokane Partnership is an equal opportunity employer and is committed to inclusion and diversity. Downtown Spokane Partnership recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected statuses as required by applicable law. All employees must have permission to work in the U.S.; employment eligibility verification is required.